

**POLICY ON
FORMATION OF THE
ACCREDITING AUTHORITY REVIEW BOARD
June 20, 2004**

The Accrediting Authority Review Board (AARB) shall be an independent body composed of five voting members and one non-voting member. Each member shall be appointed for a five-year term.

- a) The non-voting member shall be a representative of the USEPA and appointed by the NELAP Director. The appointment should be rotated among the EPA Regions and EPA Headquarters.
- b) The five voting members shall consist of one federal accrediting authority official and four state accrediting authority officials, of which at least three must be from NELAP recognized state accrediting authorities.
 - a. The state accrediting authority officials should be from different EPA Regions.
 - b. The appointments must be made in such a manner that the correct mix of membership is maintained at all times. Any AARB member appointed prior to July 1, 1999 will remain an AARB member even through the correct mix of membership may not be attained until July 1, 2004.
- c) Appointments to the AARB are made by the NELAP Director after consultation with the NELAC Board of Directors. The Director will solicit nominees from the NELAC stakeholders and present them to Board of Directors. Nominations are to be submitted to the NELAP Director at least three months prior to the NELAC annual meeting.
- d) Voting members of the AARB shall not be NELAP staff, on the NELAC Board of Directors or a member of the NELAC standing committee. The AARB annually selects one of its members to serve as its chair.

The responsibilities of the AARB are governed by the NELAC Standard.